

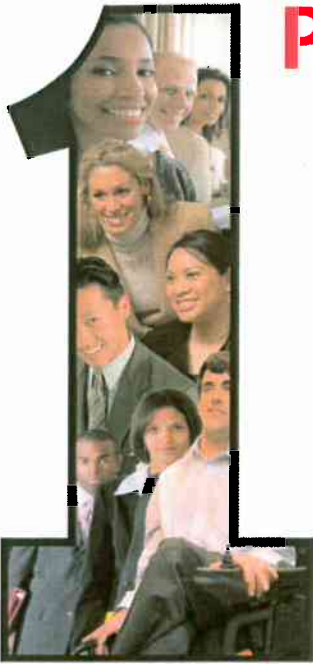
Come work at CDSS where . . .

People come First!

THE ADULT PROGRAMS DIVISION

HAS AN IMMEDIATE OPENING IN THE
CMIPS II UNIT FOR THE FOLLOWING POSITION:

STAFF SERVICES ANALYST/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (LIMITED TERM)



EMPLOYMENT OPPORTUNITY

Interested in locating to an inviting work environment that offers FREE parking and access to light rail? Interested in working for a Program that is delivered through California's 58 counties and assists in providing domestic and personal care services to aged, blind and disabled recipients?

The Department of Social Services, Adult Programs Division has an immediate opening to help you fulfill your desire to serve California's most fragile residents.

Come join a wonderful group of highly skilled and motivated individuals who are out to make a difference in the lives of those in need.

To find out more information and view a copy of the duty statement, please click on the appropriate link. Once you have viewed the information if you still have questions, please contact Chisa Brite at 916-229-4346.

Your signed state application can be mailed/faxed to the location specified below, or e-mailed to Chisa.Brite@dss.ca.gov.

Applications will be evaluated based on eligibility and desired qualifications, and interviews may be scheduled. All appointments are subject to SROA/Surplus provisions

CDSS EMPLOYEES ARE ENCOURAGED TO APPLY.

Final File Date: Open Until Filled

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Chisa Brite
8745 Folsom Blvd., Ste 230 MS 19-92
Sacramento, CA 95826
916-229-4346 / 916-229-3155 (fax)

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
ADULT PROGRAMS BRANCH
FISCAL & ADMINISTRATIVE SYSTEMS BUREAU
CMIPS II UNIT**

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (LIMITED TERM)

DUTY STATEMENT

CONCEPT OF POSITION:

Under the direction of the CMIPS II Unit Manager (SSM I), the Associate Governmental Program Analyst (AGPA) performs analytical and technical work relative to the new automated In-Home Supportive Services (IHSS) Case Management, Information, and Payrolling System II (CMIPS II). IHSS/CMIPS II is a State administered on-line system. This State-administered program is delivered through California's 58 counties and provides domestic and personal care services to aged, blind, and disabled recipients. The AGPA will work with the Office of Systems Integration (OSI) staff and the new vendor as part of a team to complete the new system.

A. SPECIFIC JOB ASSIGNMENT:

- 60% Analyzes and recommends program requirements for the automated system as well as analyzes proposed legislation for possible program impact and recommends changes/solutions. Meets with Departmental staff, stakeholders, and appropriate persons from various private and governmental organizations for the purpose of the identification and resolution of problems, inclusion of program policy and regulations, and procedure development. Also meets with the county workgroups and 15 State Agencies to assist in the planning and preparation of CMIPS II interfaces with their systems and acts as liaison to both the OSI and the counties on design and development policy interpretations and implementation. Develops and coordinate IHSS/CMIPS II changes in response to program policy changes and respond to questions about the changes. Coordinates various activities between CDSS units, the counties, and other agencies. Also prepares issue papers, All-County Letters (ACL), All-County Information Notices (ACIN), regulations, general correspondence, and recommendations on major program and fiscal questions pertinent to IHSS/CMIPS II.
- 35% CMIPS II Implementation: Participates in User Acceptance Testing. Also provides CMIPS II policy interpretations, instruction and guidelines for the IHSS/CMIPS II vendor and counties. Prepares various forms and reports including progress reports, CDSS required reports, project status reports, and Agency required reports. In addition, gathers data, research issues, and

provide management with report results. Also participates in focus groups, joint application design activities and other application design and implementation activities.

5% Other Duties as required.

B. SUPERVISION RECEIVED:

The AGPA is directly supervised by the CMIPS II Unit Manager, but may receive some assignments and direction from a lead analyst on certain projects. The incumbent is required to utilize initiative and resourcefulness in completing assignments.

C. SUPERVISION EXERCISED:

The AGPA may be required to act as a lead analyst on special projects and/or for the Unit Manager in his/her absence.

D. ADMINISTRATIVE RESPONSIBILITY:

None

E. PERSONAL CONTACTS:

The AGPA will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff and members of the general public.

F. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the department or information being released to unauthorized persons in violation of State and federal law.

G. OTHER INFORMATION:

The AGPA must have good interpersonal communication skills and be able to work well under pressure.